

Business Continuity/Disaster Recovery Shared Services Group

March 22, 2006 Meeting Notes

Agenda

1. Review revised draft of NITC disaster recovery standard
2. Review progress in development of a common inventory of contents for a disaster recovery plan

1. Review revised draft of NITC disaster recovery standard

Paper copies of the NITC Disaster Recovery Standard with revisions from Linda Lewis, Dennis Burling and Ryan Booton were distributed.

The Shared Services Group reviewed the revised standard paragraph by paragraph. Several revisions were agreed upon.

The Group asked that:

- Linda Lewis make the agreed upon revisions and send revised document to Dave Berkland
- Dave Berkland send the revised document to all in attendance
- All those attending comment on the revised document via email

2. Review progress in development of a common inventory of contents for a disaster recovery plan

Paper copies of the **AGENCY IT DISASTER RECOVERY STANDARD CONTENTS** diagram were distributed. The diagram was developed as a result of a BC/DR Shared Services Group “sub-committee” meeting specifically held March 8, 2006 to start the process of developing a common inventory of contents.

A high level explanation of the diagram was provided.

It was noted that additional narrative would be generated to further explain each of the following disaster recovery content items on the diagram;

- Assumptions
- Agency IT Organization
- Agency ICS
- Hardware
- Software
- Business Location
- Data Communications Lines
- Data

It was agreed the topic would be discussed more at the next BC/DR Shared Services Group meeting.